

**COUNCIL AGENDA  
CITY OF CARTHAGE, MISSOURI  
TUESDAY, MAY 10, 2022  
6:30 P.M. – COUNCIL CHAMBERS**

1. Call to Order
2. Invocation
3. Pledge of Allegiance to Flag
4. Calling of the Roll
5. Reading and Consideration of Minutes of Previous Meetings
6. Presentations/Proclamations

1. Tim Hill Day

7. Public Comments

(Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)

8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor

11. Reports/Remarks of Councilmembers

(Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)

12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
15. Old Business

1. **C. B. 22-20** – An Ordinance authorizing the Mayor to execute a Memorandum of Understanding between the City of Carthage and the Jasper County Sheriff's Office providing for prisoner housing for inmates with Municipal charges (Public Safety)
  2. **C. B. 22-21** – An Ordinance authorizing a Special Use Permit for the operation of a carnival to be located at the Fair Acres Sports Complex (East George Phelps Blvd.), in conjunction with the 2022 Carthage Maple Leaf parade in the City of Carthage, Jasper County, Missouri (Planning & Zoning)

16. New Business

1. **C.B. 22-22** – An Ordinance declaring the name of Caroline Street is changed to Harlow Lane, as recommended by the Public Works Committee on April 16, 2019, in the City of Carthage, Missouri. (Public Works)

17. Mayor's Appointments

- Carthage Water & Electric Plant Board

- Enhanced Enterprise Zone Board
- Planning, Zoning & Historic Preservation Commission
- Economic Development Committee
- Lodging Tax Appropriation Committee

#### 18. Resolutions

1. **Resolution 1965** – A Resolution approving the declaration of certain materials and pieces of equipment as surplus to the city's needs and authorizing their disposition. (Public Works)

#### 19. Closing Comments

#### 20. Executive Session

1. **CLOSED SESSION:** ACCORDING TO SECTION 610.021 (2), THE AGENDA INCLUDES THE POSSIBILITY OF A VOTE TO CLOSE PART OF THE MEETING TO DISCUSS LEASING, PURCHASE OR SALE OF REAL ESTATE BY A PUBLIC GOVERNMENTAL BODY WHERE PUBLIC KNOWLEDGE OF THE TRANSACTION MIGHT ADVERSELY AFFECT THE LEGAL CONSIDERATION THEREFOR.

#### 21. Adjournment

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING**

MINUTES OF THE MEETING OF THE CITY COUNCIL  
CITY OF CARTHAGE, MISSOURI  
April 26, 2022

The Carthage City Council met in regular session on the above date in the Council Chambers at 6:30 P.M. with Mayor Dan Rife presiding. Fire Chief Ryan Huntley gave the invocation and Police Chief Bill Hawkins led the flag salute.

The following Council Members answered roll call: Brandi Ensor, David Armstrong, Trudy Blankenship, Ceri Otero, Alan Snow, Ed Hardesty, Ed Barlow, Mark Elliff, and Robin Harrison. Council Member Robin Blair was absent. City Administrator Greg Dagnan and City Attorney Nate Dally were also present.

The following Department Heads were present: Police Chief Bill Hawkins, Fire Chief Ryan Huntley, Public Works Director Zeb Carney, Parks & Recreation Director Mark Peterson, City Clerk Traci Cox and Deputy City Clerk Miranda Deal.

Mr. Snow made a motion, seconded by Mr. Barlow, to amend the Agenda to add an appointment under the Mayor's Appointments. Motion carried unanimously.

Ms. Otero made a motion, seconded by Mrs. Harrison to approve the minutes of the April 12, 2022 Council Meeting. Motion carried unanimously.

Mayor Rife presented Proclamations for National Day of Prayer and Laurel Rosenthal Day.

No citizens were present during Citizen's Participation Period.

Mr. Snow reported the Budget Ways & Means Committee met on April 25. They heard budget requests from the Carthage Humane Society, Over 60 Center, and Vision Carthage. On April 27, the Committee will hear the department budget requests, as well as the Chamber of Commerce. On April 28, they will hear CWEP and CEDC requests.

Mrs. Harrison reported the Committee on Insurance, Audit and Claims met on this date and approved the claims. The next meeting is scheduled for May 10 at 5 p.m. in Council Chambers.

Mr. Barlow reported the Public Safety Committee met on April 18. Tony Shaddon with Ministerios El Jordan Church talked to the committee about this year's 4<sup>th</sup> of July parade. It will begin at 10 am, starting at the Square, to Grand, down to Centennial, over to Baker, and ending at the Church. The CPD should have enough staffing to help out during the event. Mr. Barlow made a motion, seconded by Mr. Hardesty to allow the parade at 10 am on July 4<sup>th</sup>. Motion carried. Hispanic Heritage Day on September 24 was also discussed. They requested the following: close Lyon St from 7<sup>th</sup> to West Chestnut & close 7<sup>th</sup> from S Grand to Lyon on September 24 from 11 am to 8:30 p.m. They will have food trucks, vendors, bands and a Multi-Cultural Dance Performance team throughout the day. Mr. Barlow a motion, seconded by Mrs. Harrison to approve

the road closures on September 24 for Hispanic Heritage Day in Central Park. Motion carried. The Barber Lounge at 431 Olive St would like to host a grand opening/beard competition event on May 14 from 11 am to 4 pm. They requested that Olive St, from the intersection of Olive/McGregor back to the east alleyway be closed for the event. Mr. Barlow a motion, seconded by Mr. Armstrong to approve the road closure for the Barber Lounge Grand Opening on May 14 from 10:30 am to 4:30 pm. Motion carried. David Hargroder with Roscoe's Bar & Grill spoke about a grand opening event on May 14 with live bands, bounce houses, food, beer, mixed drinks, and soda. He requested that the City parking lot and Lincoln from 3<sup>rd</sup> to 4<sup>th</sup> be closed for the event. Mr. Barlow a motion, seconded by Mrs. Harrison to close and vacate the City parking lot and close Lincoln St between 3<sup>rd</sup> and 4<sup>th</sup>, including the alley, from 11 am to 10 pm on May 14 for Grand opening event of Roscoe's Bar & Grill. Motion carried. Chief Hawkins updated the committee on CPD fence install, the style of fence has been changed from rod iron to coated chain link fence. Anchor Fence submitted a bid for \$24,845, Mr. Barlow a motion, seconded by Mr. Elliff to accept the bid from Anchor Fence in the amount of \$24,845. Motion carried. Chief Huntley spoke about the inflatable rescue boat bids. Three bid packets were sent out and only one bid was received back. Triad Marine & Industrial Supply submitted two different bids, one with delivery from Texas and one without delivery. The original budget amount was \$16,000, both bids are over that budget, but the CFD can move funds around to cover the additional costs. Mr. Barlow made a motion, seconded by Mrs. Harrison to accept the delivered bid from Triad Marine & Industrial Supply in the amount of \$23,258.71. Motion carried. Captain Hawkins also reported of the MOU from the jail that appears in Council Bill 22-20. The next meeting is scheduled for May 16, 5:30 p.m. in the Council Chambers.

Mr. Armstrong made a request for the Mayor to present a Proclamation for Hispanic Heritage Day on September 24.

Ms. Otero reported that the Public Services Committee met on April 19. There was time spent updating the new committee members on the current projects going on and the different things the Committee does. Ms. Otero made a motion, seconded by Mr. Armstrong to allow the use of Central Park for Hispanic Heritage Day. Motion carried. Kids Fishing Day has been set for June 11 at Kellogg Lake. Ms. Otero made a motion, seconded by Mr. Elliff to close the roads at Kellogg Lake Park from 7 a.m. to 12 p.m. on June 11, and to enforce no fishing between June 5 and June 11. Motion carried. Carthage R-9 requested the use of Central Park for Great American Days on May 10 from 8 a.m. to 5 p.m. Ms. Otero made a motion, seconded by Mr. Armstrong to allow the use of Central Park for Great American Days on May 10. Motion carried.

Mr. Armstrong reported the Public Works Committee is between meetings with the next meeting scheduled for May 3.

Special Committee and Board Liaison Reports were given by Mr. Elliff for the Police and Fire Pension Committee & Jasper County Commission, and by Ms. Otero for the Carthage Humane Society.

***PRESENTATIONS/  
PROCLAMATIONS***

# **P R O C L A M A T I O N**

**WHEREAS**, after a total of 41 years combined, Tim Hill announced May 13th as his retirement from the Carthage Street Department, and

**WHEREAS**, Tim was born in Carthage, attended Carthage schools, and has resided in our community for his entire life, and

**WHEREAS**, he has served the Carthage Street Department in almost every capacity, including Street Commissioner for over 14 years, and

**WHEREAS**, Tim has worked effectively with nine different mayors and over a hundred council members as well as the public, and

**WHEREAS**, Tim has performed his duties with unflagging enthusiasm and dedication to the city and its citizens, and

**NOW, THEREFORE, I**, Dan Rife, Mayor of Carthage, Missouri, declare the day of May 13, 2022 as

## **TIM HILL'S DAY**

in the City of Carthage. The City of Carthage along with our Citizens join with the Carthage Street Department to unanimously applaud Tim for his loyal dedication, and to convey to him the most heartfelt best wishes as he partakes of the special opportunities and pleasures traditionally associated with the golden years of retirement.

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**Dan Rife**  
**Mayor**

***PUBLIC  
HEARINGS***

***OLD  
BUSINESS***



COUNCIL BILL NO. 22-20

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A  
MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CARTHAGE  
AND THE JASPER COUNTY SHERIFF'S OFFICE PROVIDING FOR PRISONER  
HOUSING FOR INMATES WITH MUNICIPAL CHARGES.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER  
COUNTY, MISSOURI** as follows:

**SECTION I:** The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage a Memorandum of Understanding between the City of Carthage and the Jasper County Sheriff's Office providing for prisoner housing for inmates with municipal charges.

**SECTION II:** That all ordinances or parts of ordinances therefore enacted which are in conflict herewith are hereby repealed.

**SECTION III:** This ordinance shall take effect and be in force from and after its passage and approval.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**Sponsored by:**



## Jasper County Sheriff's Office

231 S. Main

Carthage, MO 64836

Sheriff Randee Kaiser

417-358-8177

Fax: 417-359-8620

04-01-2022

Term: This MOU is effective July 1<sup>st</sup>, 2022, and will expire June 30th, 2023. It may be extended for a term as mutually agreed to by the Parties. The terms of this MOU can be negotiated before the end of each calendar year, with changes to take effect January 1<sup>st</sup> of the following year.

The City will pay for 12 months of the current term in one lump sum. This sum will be \$48,036. Nature of the Project: The Jasper County Sheriff's Office will agree to provide prisoner housing for inmates with municipal charges.

Responsibilities: Under most circumstances, inmates will be transported by Carthage Police Department.

A list will be provided to the Detention Center at least 12 hours in advance of the inmates that will be transported to court.

Under most circumstances, inmates will be transported to the Jasper County jail after 1800 hours and will have been fed supper.

A 24-hour phone number of someone able to make decisions regarding release of municipal prisoners will be made available to the Detention Center.

Mayor Dan Rife

Date

Sheriff Randee Kaiser

Date

Jail budget (excluding insurance costs, capitol improvement costs) / 365 / JCSO Avg daily inmate count for 2021 \* 3 year AVG CPD inmate count.

+++ 2022 formula =  $\$3,301,345 / 365 / 186 = \$48.62 * 988 = \$48,036$

COUNCIL BILL NO. 22-21

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING A SPECIAL USE PERMIT FOR THE OPERATION OF A CARNIVAL TO BE LOCATED AT THE FAIR ACRES SPORTS COMPLEX (EAST GEORGE PHELPS BLVD.) IN CONJUNCTION WITH THE 2022 CARTHAGE MAPLE LEAF PARADE IN THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI** as follows:

**SECTION I:** A public hearing was held by the Planning, Zoning and Historic Preservation Commission April 04, 2022. The Commission determined that a Special Use Permit will conform to the intent and purpose of the Code of Carthage, that neighboring property will not be unnecessarily injured and that substantial justice will be done.

**SECTION II:** The Commission has recommended, and the City Council does hereby grant and issue a Special Use Permit for the operation of a Carnival in conjunction with the Carthage Maple Leaf Parade from Friday, October 14, 2022 through Saturday October 15, 2022, located on real estate described as:

**CAR MISC S1/2 SW EX RDS & EX COM SW COR SW SW N 58.78' E 30.01' N 324.18' E  
15.01' TO POB E 400.19' S 337.97' W 307.93' N 45 DEG W 130.32' N 243.88' TO POB.**

**Commonly known as The Fair Acres Sports Complex, East George Phelps Blvd., City of  
Carthage, Jasper County, Missouri.**

**SECTION III:** Said Special Use Permit is granted in accordance with Chapter 25-251 (1) of the Code of the City of Carthage. Said Special Use Permit granted under this section shall automatically terminate at the conclusion of the 2022 Maple Leaf activities. Failure to purchase a merchants license or business license, for those businesses required to purchase such a license, shall also be prima facia evidence of cessation of the permitted use.

**SECTION IV:** This Ordinance shall take effect and be in force from and after its passage and approval.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

**ATTEST:**

\_\_\_\_\_  
**Dan Rife, MAYOR**

\_\_\_\_\_  
**Traci Cox, CITY CLERK**

**Sponsored by: Planning & Zoning Commission**

***NEW  
BUSINESS***

COUNCIL BILL NO. 22-22

ORDINANCE NO. \_\_\_\_\_

An Ordinance declaring the name of Caroline Street is changed to Harlow Lane, as recommended by the Public Works Committee on April 16, 2019, in the City of Carthage Missouri.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI** as follows:

**SECTION I:** Caroline Street located in the City of Carthage, Missouri, listed in a land plat recorded with the Jasper County Recorder of Deeds in Book 2491 Page 0491 and specifically described fully as: ALL THAT PART OF THE EAST HALF (E1/2) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 15, TOWNSHIP 28 NORTH, RANGE 31 WEST AND ALL THAT PART OF LOTS 19-52, 65-68 OF FAIRVIEW SECOND ADDITION ALL BEING IN THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI BEING DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF THE EAST HALF (E1/2) OF THE NORTHWEST QUARTER (NW ¼) OF SAID SECTION 15, THENCE N00°23'54"E ALONG THE EAST LINE OF THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHWEST (NW1/4) OF SAID SECTION 15, 1322.66 FEET TO THE NORTHEAST CORNER OF THE SOUTHWEST QUARTER (SE1/4) OF SAID NORTHWEST QUARTER (NW1/4); THENCE N00°45'16"E ALONG THE EAST LINE THE NORTHEAST QUARTER (NE1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SAID SECTION 15, 29.98 FEET; THENCE S89°26'58"W, 30.01 FEET TO A POINT ON THE WEST RIGHT-OF WAY LINE OF RIVER STREET, SAID POINT ALSO BEING THE POINT OF BEGINNING: THENCE CONTINUING S89°26'58"W, 370.21 FEET; THENCE S00°45'16"W, 789.39 FEET; THENCE S89°26'58"W, 199.00 FEET; THENCE N00°45'16"E; 125.00 FEET; THENCE S89°26'58"W, 713.30 FEET TO A POINT ON THE WEST LINE OF SAID SOUTHEAST QUARTER (SE1/4) OF THE NORTHWEST QUARTER (NW1/4); THENCE N00°39'36"E ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER (SE1/4) OF THE NORTHWEST QUARTER (NW1/4), 634.38 FEET TO THE NORTHWEST CORNER OF SAID SOUTHEAST QUARTER (SE1/4) OF THE NORTHWEST QUARTER (NW1/4); THENCE N00°34'16"E ALONG THE WEST LINE OF THE NORTHEAST QUART (NE1/4) OF SAID NORTHWEST QUARTER (NW1/4), 655.57 FEET TO A POINT ON THE SOUTH LINE OF GURLEY'S ADDITION TO THE CITY OF CARTHAGE; THENCE N89°11'24"E ALONG SAID SOUTH LINE OF GURLEY'S ADDITION, 330.77 FEET TO THE SOUTHEAST CORNER OF SAID GURLEY'S ADDITION; THENCE N00°45'16"E ALONG THE EAST LINE OF SAID GURLEY'S ADDITION, 5.78FEET; THENCE N89°33'26"E, 390.01 FEET TO THE SOUTHEAST CORNER OF LOT 15 IN FAIRVIEW SECOND ADDITION TO THE CITY OF CARTHAGE; THENCE N00°45'16"E ALONG THE EAST LINE OF SAID LOT 15, 65.02 FEET; THENCE N89°33'26"E, 394.89 FEET; THENCE S00°45'16"W, 300.00 FEET; THENCE S37°33'06"W, 58.00 FEET; THENCE S52°30'11"E, 88.27 FEET; THENCE S00°45'16"W, 127.36 FEET; THENCE N89°26'58"E, 134.00 FEET TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF RIVER STREET; THENCE S00°45'16"W, 170.02 FEET TO THE POINT OF BEGINNING. CONTAINING 32.0 ACRES, MORE OR LESS. SUBECT TO AN EXISTING EASEMNETS OR RESCTRCTIONS OF RECORD.

***MAYOR'S  
APPOINTMENTS***

# Mayor's Appointments

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May 2022

## **Carthage Water & Electric Plant Board**

*4 Year Term - 6 Members - Meets Third Thursday, 4:00, CW&EP*

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Stephen Beimdiek	417-358-4007	1500 Grand Ave	09/27/1994	May 26

## **Enhanced Enterprise Zone Board**

*5 Year Term - 7 Members - Meets on Call*

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Stephanie Howard	417-237-7300	627 W Centennial	09/22/2020	May 27
Greg Dagnan	417-237-7000	326 Grant St	05/10/2022	Sept 24

## **Planning, Zoning, & Historic Preservation Commission**

*4 Year Term - 7 Members- Meets 1st Monday -5:30 PM - Council Chambers*

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Alan Bull	417-388-2309	614 E Centennial	05/10/2022	Nov 22
Joshua Anderson	417-793-2196	1205 S Main	05/10/2022	May 26

## **Economic Development Committee**

*1 Year Term - 6 Members - Meets on Call*

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Traci Cox	417-237-700	326 Grant	05/10/2022	Jul-22
Mark Elliff	417-359-3662	1511 Grand Ave	05/10/2022	Jul-22

# ***RESOLUTIONS***



**RESOLUTION NO. 1965**

**A RESOLUTION APPROVING THE DECLARATION OF CERTAIN MATERIALS AND PIECES OF EQUIPMENT AS SURPLUS TO THE CITY'S NEEDS AND AUTHORIZING THEIR DISPOSITION.**

**WHEREAS**, City Department Heads exercise direct supervision over inventories of supplies, and the sale, trade, or disposition of surplus supplies and equipment belonging to the City; and

**WHEREAS**, the Purchasing Officer, is responsible (with Council approval) for the disposition or sale of salvage, obsolete, or surplus materials, to prevent deterioration and value losses of no longer used materials, and to reduce storage costs; and

**WHEREAS**, City's Public Works Director and City Clerk have submitted a list of said obsolete or surplus materials to the City Council for review and consideration of declaring such items as surplus or obsolete.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, THE MAYOR CONCURRING HEREIN, AS FOLLOWS:**

That the attached list of copier equipment is determined and declared to be obsolete and surplus to the City of Carthage's needs and are authorized for disposal through a donation to the Diamond Special Road District a political subdivision organized under RSMo.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**SPONSORED BY: Public Works**

***MINUTES***  
***STANDING***  
***COMMITTEES***

BUDGET WAYS & MEANS COMMITTEE  
MONDAY, APRIL 25, 2022 5:30 P.M.  
CITY HALL COUNCIL CHAMBERS

**MEMBERS PRESENT:** Alan Snow, Ed Barlow, Ceri Otero and Mark Elliff.

**OTHERS PRESENT:** Mayor Dan Rife, City Administrator Greg Dagnan, City Clerk Traci Cox, Police Chief Bill Hawkins, Parks and Recreation Director Mark Peterson, and Council Members David Armstrong and Ed Hardesty

Mr. Snow called the meeting to order at 5:30 P.M.

**OLD BUSINESS:**

**Approval of minutes from previous meeting:** Mr. Barlow made a motion to accept the minutes of the April 11, 2022 Budget Meeting. Motion carried 4-0.

**NEW BUSINESS:**

1. **Public Hearing Fiscal 2023 Annual Operating and Capital Budget for the City of Carthage, Missouri:** Mr. Dagnan began by giving an overview of the fund balances and discussing the handling of carryover projects.

Agency Budget Hearing: The following agencies presented their requests:

<b>Humane Society:</b> Renay Minshew Dr. Judy Parton	\$48,000.00
<b>Over 60 Center:</b> Jennifer Shotwell Utilities Building Maintenance	\$23,000.00 \$2,000.00
<b>Vision Carthage:</b> Abi Almandinger Lora Phelps	\$65,000.00

2. **Staff Reports:** None
3. **Other Business:** None

**ADJOURNMENT:** The meeting adjourned at 6:25 P.M. on motion by Mr. Barlow.

Respectfully submitted,  
Traci Cox

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS**  
**TUESDAY, APRIL 26, 2022**  
**5:00 p.m.**

**COMMITTEE MEMBERS PRESENT:** Robin Harrison, David Armstrong, and Trudy Blankenship.  
Robin Blair was absent.

**OTHER COUNCIL MEMBERS:** Mayor Dan Rife and Ed Barlow

**STAFF PRESENT:** Assistant City Administrator Greg Dagnan, City Clerk Traci Cox, and Deputy  
City Clerk Miranda Deal

Chair Robin Harrison called the meeting to order at 5:00 P.M.

**OLD BUSINESS:**

1. **Approval of minutes from previous meeting:** On a motion by Mr. Armstrong, the minutes of the April 12, 2022 meeting were approved 3-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Ms. Blankenship moved to approve the claims. Motion carried 3-0.

**NEW BUSINESS:**

1. **Staff Reports:** None
2. **Other Reports:** None

**ADJOURNMENT:** Mr. Armstrong made a motion to adjourn at 5:05 PM. Motion carried 3-0.

Traci Cox

BUDGET WAYS & MEANS COMMITTEE  
TUESDAY, APRIL 27, 2022 5:30 P.M.  
CITY HALL COUNCIL CHAMBERS

**MEMBERS PRESENT:** Alan Snow, Ceri Otero, Ed Barlow and Mark Elliff

**OTHERS PRESENT:** Mayor Dan Rife, City Administrator Greg Dagnan, Police Chief Bill Hawkins, Fire Chief Ryan Huntley, Public Works Director Zeb Carney, Parks & Recreation Direct Mark Peterson, IT Administrator Kevin Kinsey, City Attorney Nate Dally, City Clerk Traci Cox, and Council Members David Armstrong and Ed Hardesty, Abi Almandinger and John Hacker

Mr. Snow called the meeting to order at 5:30 P.M.

**OLD BUSINESS:**

**Approval of minutes from previous meeting:** Minutes for the April 25 Budget Ways & Means Committee were approved unanimously on a motion by Mr. Barlow.

**NEW BUSINESS:**

**1. Agency Hearings Continued:**

Carthage Chamber of Commerce – Julie Reams \$37,500

**2. Public Hearing Fiscal 2023 Budget – Department Budget Hearings:**

The Committee reviewed expenses for the following funds:

- General Fund
- Public Health Fund
- Landfill Closure Fund
- Capital Improvements Tax Fund
- Lodging Tax Fund
- Golf Fund
- Parks & Recreation Fund
- Myers Park Fund
- Parks/Stormwater Sales Tax Fund
- Inmate Security Fund
- Public Facilities Bond Fund

**Staff Reports:** None

**Other Business:** None

**ADJOURNMENT:** The meeting adjourned at 10:15 P.M. on motion by Mr. Elliff.

Respectfully submitted,  
Traci Cox

BUDGET WAYS & MEANS COMMITTEE  
THURSDAY, APRIL 28, 2022 5:30 P.M.  
CITY HALL COUNCIL CHAMBERS

**MEMBERS PRESENT:** Alan Snow, Ceri Otero, Ed Barlow and Mark Elliff.

**OTHERS PRESENT:** Mayor Dan Rife, City Administrator Greg Dagnan, Police Chief Bill Hawkins, Fire Chief Ryan Huntley, Public Works Director Zeb Carney, Parks & Recreation Director Mark Peterson, Assistant City Administrator Traci Cox, Council Members Ed Hardesty and David Armstrong and Abi Almandinger.

**CWEP REPRESENTATIVES:** General Manager Chuck Bryant, CFO Kelli Nugent, Accountant Mary Gray and Stephanie Howard.

**CEDC REPRESENTATIVES:** Stan Schmidt, Bob Hess, and Jeff Williams

Mr. Snow called the meeting to order at 5:36 P.M.

**OLD BUSINESS:**

**Approval of minutes from previous meeting:** Mr. Barlow made a motion to approve the minutes for the April 27 Budget Hearings. Motion carried 4-0.

**CITIZENS PARTICIPATION:** Abi Almandinger invited everyone to attend the Tile Mural installation on April 26 at 1:00 p.m.

**NEW BUSINESS:**

1. **Public Hearing Fiscal 2023 Budget - CWEP Budget Hearings:** Chuck Bryant, Kelli Nugent and Mary Gray presented the CWEP Budget by beginning with highlights of events affecting the budget before going into specific details including rate increases.
2. **Agency Hearings Continued:**  
  
CEDC – Stan Schmidt, Bob Hess and Jeff Williams \$70,000
3. **Consider and discuss perfection of Fiscal 2023 Annual Operating and Capital Budget:** Agency contracts were discussed, including the contract rate increases. Department heads discussed their staffing needs and budget requests. The committee requested additional information be presented on the Fire District Property Tax, budget for operating Fire Station #2 and expenses associated with the Police take-home car program. Members also discussed the need to lower personnel costs to approximately 75% of the General Fund budget. To accomplish this, a potential hiring freeze was discussed. Positions within each department would need to be assessed to determine essential vs. non-essential positions.

**Staff Reports:** None

**Other Business:** None

**ADJOURNMENT:** The meeting adjourned at 9:32 P.M. on motion by Mr. Barlow.

Respectfully submitted,  
Traci Cox

**Planning Session Agenda**  
**Carthage City Council**  
**5/02/22 5:00**

This is intended to be an overview and educational session for council members. It will be very informal and no official council action is intended to be taken during this meeting.

5:00

- Dinner for council and staff in upstairs city hall conference room

5:30-6:30

- Welcome and opening thoughts by Mayor Rife
- City Charter Overview
  - City Administrator Greg Dagnan went over key parts of the Charter regarding how to amend the Charter, the Mayor and Council, meetings, districts, and Council Bills. He also reviewed the Office of the Mayor, City Clerk, City Administrator, and boards that are a part of the Charter.
- Tour of City Hall
  - Assistant City Administrator Traci Cox took the Council Members on a tour of City Hall.
- Break

7:00

- Reconvene

7:00 to 7:45

- Review of relevant city ordinances
  - Mr. Dagnan reviewed City Ordinances that related to City Council meetings, the wording and passing of Ordinance's, and Standing Committees. Mayor Rife touched on the Mayor's power of veto for Or

7:45-8:00

- Liaison Duties
  - What is expected from board liaisons, what they can/can't do and what their responsibilities are were discussed.

8:00 to 8:10

- Break

8:10-9:00

- Department Head Presentations
  - Each department head stated what they are responsible for, what they oversee, what their departments do and handle, as well as common questions they get and what the process is for those common questions/concerns.

Each Department Head will present for 8-10 minutes regarding committees that they are involved in, the duties of those committees, and how citizens should interact with those committees.

- Zeb Carney- Pubic Works, Planning and Zoning, Board of Adjustment
  - Zeb updated the Council on what type of items go to each of the Committees, the process for getting on the agenda, and the Committees responsibilities for agenda items.
- Chief Hawkins and Chief Huntley- Public Safety
  - Captain Woody was present to speak on behalf of the Police Department and the types of items they deal with in the Public Safety Committee. Many issues can potentially be

addressed prior to going to the Committee. The Police Department is also involved in helping with street closures or traffic control during public events. Chief Huntley spoke about the Fire Department's items they deal with. Bids that either department has sent out for equipment/services, goes through the Public Safety Committee before going to Council.

- Mark Peterson- Public Services
  - Mr. Peterson spoke on the Public Services Committee and the items they deal with. Most of their agenda topics involve the City parks and the new Parks Master Plan. They also deal with various items that don't qualify for the other Committees.
- Greg and Traci- Budget Ways and Means and Committee on insurance Adult and Claims
  - Traci spoke on the Budget Ways & Means Committee and the budget approval process. She also spoke about the various items that the Committee on Insurance Audit and Claims deals with at their meetings.
- Mayor- Lodging Tax Board, Economic Development Board, Temporary Hiring Boards (i.e. City Clerk)
  - Mayor Rife spoke on various temporary boards that will most likely not exist forever. They are just temporary until they have accomplished what they were created for.

Closing Comments: Mayor Rife



***MINUTES  
SPECIAL  
COMMITTEES  
AND BOARDS***

**Carthage Tree Board Tuesday, May 3, 2022**

**4:30 PM**

**Carthage Parks and Recreation Office**

**521 Robert Ellis Young Drive, Carthage, MO 64836**

Tree Board Members Present: Noah Smith, Bryan Stringer, Renae Brownfield, Brandon Scott

Members Absent: N/A

Staff Present: Brian Bradley, Chelsea Cholley

Non-Members: Jon Skinner

Meeting was called to order at 4:36 PM

**Old Business:**

1. Consider and approve minutes from previous meeting.  
**Mr. Smith made a motion to approve minutes from April's meeting.**  
**Motion Passed**

**New Business:**

**Consider and discuss June Mulch Meeting**

Mr. Smith discussed June meeting taking place at Central Park at 4:30 on June 7th to mulch what is needed at the park, then move to Fair Acres Park and Euclid/Belair Streets, mulching either that day or sometime during the week of the 7<sup>th</sup>. Mr. Bradley states he will provide the mulch.

**Consider and discuss other events for 2022**

Mr. Smith confirmed participating in August 12<sup>th</sup> Food Truck Friday. Mr. Skinner confirmed that he would be able to provide informational handouts.

**Other Business**

**Staff Reports**

**Meeting Adjourned at 5:03 PM**

***AGENDAS  
STANDING  
COMMITTEES***

**WORK SESSION  
CITY OF CARTHAGE, MISSOURI  
MONDAY, MAY 2, 2022  
5:30 P.M. – COUNCIL CHAMBERS**

1. Dinner 5:00 IT Conference Room
2. Council Orientation Workshop 5:30 P.M. – 9:00 P.M.

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1/800-735-2966 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING**

**--NOTICE OF MEETING--**  
**PUBLIC WORKS COMMITTEE**  
**May 3, 2022**  
**5:30 PM**  
**CITY HALL**  
**326 GRANT STREET**  
**2<sup>ND</sup> FLOOR CONFERENCE ROOM**

**-- AGENDA--**

**OLD BUSINESS**

1. Consideration and approval of minutes from previous meeting

**CITIZENS PARTICIPATION**

None.

**NEW BUSINESS**

1. Consider and discuss changing Caroline Street to Harlow Lane.
2. Consider and discuss donating a surplus truck and asphalt machine to the Diamond Special Road District.

**OTHER BUSINESS**

None.

**STAFF REPORTS** - Zeb Carney & Greg Dagnan

**ADJOURNMENT**

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.**

**POSTED: 4/29/2022**

**BY: Chelsea Rives**

**--NOTICE OF MEETING--**

**BUDGET WAYS & MEANS COMMITTEE**

**Monday, May 9, 2022**

**5:30 P.M.**

**COUNCIL CHAMBERS, CITY HALL  
326 GRANT ST., CARTHAGE, MISSOURI**

**--TENTATIVE AGENDA--**

**OLD BUSINESS**

1. Consideration and approval of minutes from previous meeting.

**CITIZENS PARTICIPATION**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

**NEW BUSINESS**

1. Public Hearing Fiscal 2023 Budget
2. Continue Budget Perfection
3. Staff Reports.
4. Other Business.

**ADJOURNMENT**

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2966 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.**

**POSTED:**\_\_\_\_\_

**BY:**\_\_\_\_\_

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS  
May 10, 2022  
City Hall Council Chambers  
5:00 PM

**Old Business**

1. Consideration and Approval of Minutes from Previous Meeting
2. Review and Approval of the Claims Report

**Citizens Participation**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

**New Business**

1. Consider and discuss updates to the HR Coordinator job description.
2. Consider and discuss changes to the City Clerk job description.
3. Staff Reports
4. Other Reports

**Adjournment**

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

Posted: \_\_\_\_\_

***AGENDAS  
SPECIAL  
COMMITTEES  
AND BOARDS***



**-Notice of Meeting-**

**Carthage Tree Board Tuesday, May 3, 2022**

**4:30 PM**

**Carthage Parks and Recreation Office**

**521 Robert Ellis Young Drive, Carthage, MO 64836**

**AGENDA**

**Old Business**

1. Consider and approve minutes from previous meeting.

**Citizens Participation** (Citizens wishing to address the Board should notify the City in advance and provide the item they want to address in written format at least 24 hours before the meeting. Please call the Parks & Recreation office at 417-237-7035.

**New Business**

1. Consider and discuss June mulch meeting.
2. Consider and discuss other events for 2022

**Staff Reports**

**Other Business**

**ADJOURNMENT**

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 OR 1 800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HRS PRIOR TO THE MEETING.**

**POSTED:**

**BY:**

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES  
Tuesday, May 10, 2022 5:15 p.m.

**Steadley Family Legacy Center**  
612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes from the Last Meeting/March 2022

Financial Report/ March, April

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

Building Committee

Budget Committee

Presentation of Rough Budget 2022-23

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

Compensation/Wages

Present and Approve PTO Policy

New Business

Payment of Bills

Adjournment

**John Bartosh**  
*Presiding Commissioner*

**Tom Flanigan**  
*Eastern District Commissioner*

**Daricus K. Adams**  
*Western District Commissioner*

# JASPER COUNTY COMMISSION



302 S. Main ST  
Carthage, MO 64836

Carthage: 417-358-0421  
Joplin: 417-625-4350

Toll Free: 800-404-0421  
Fax: 417-358-0483

## COMMISSION AGENDA MAY 10, 2022 9:00 A.M. JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER  
PRAYER  
PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
10. PUBLIC HEARINGS

PUBLIC PARTICIPATION FROM AUDIENCE WHEN ADDRESSED YOU WILL BE ALLOWED THREE MINUTES TO SPEAK.

ELECTED OFFICIALS/CITIZENS WISHING TO BE HEARD UNDER ELECTED OFFICIALS/CITIZENS REQUEST MUST REQUEST TO SPEAK TO COMMISSION BY 4:00 P.M. ON THE FRIDAY PRIOR TO THE COMMISSION MEETING ON TUESDAY. CITIZENS SPEAKING TIME WILL BE LIMITED TO FIVE MINUTES.

THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:  
COMMISSION OFFICE, 302 S. MAIN, COURTHOUSE, ROOM 101, CARTHAGE 417-358-0421

NOTICE POSTED MAY 6, 2022, AT 4:00 P.M.

(RSMO 610.020)

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES

Tuesday, May 10<sup>th</sup>, 2022 5:15 p.m.

Steadley Family Legacy Center

612 S. Garrison Ave.

AGENDA

Roll Call of Members

Minutes from the Last Meeting/March 2022

Financial Report/ March, April

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

Building Committee

Budget Committee

Presentation of Rough Budget 2022-23

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

Compensation/Wages

Present and Approve PTO Policy

New Business

Payment of Bills

Adjournment

Closed Session

Adjournment

Posted at 9:00 A.M. this 4<sup>th</sup> day of May, 2022

Notice is hereby given that the Carthage Public Library Board of Trustees will conduct a closed meeting in the Carthage Public Library/Steadley Family Legacy Center at 5:15 p.m. on Tuesday, May 10<sup>th</sup>, 2022.

The agenda of said meeting includes a vote to close a portion of this meeting pursuant to RSMo 610.021.

# ***CORRESPONDENCE***

## CITY OF CARTHAGE JOB DESCRIPTIONS

**DEPARTMENT:** General Administration  
**POSITION TITLE:** Human Resources Coordinator

**SALARY GRADE:** M  
**FLSA STATUS:** Non-Exempt

### **RESPONSIBILITIES OF POSITION:**

To lead and support systems and technologies that enable City departments to accomplish their respective missions and to provide department personnel with information relative to their operations, support strategic planning, and promote effective Human Resource (HR) Management. To develop City HR systems infrastructure to enhance the ability of City officials and employees, to provide an appropriate level of service to the citizens of Carthage and business community, and enhance the capacity and effectiveness of the organization. This position will focus on recruitment and retention strategies of the City; actively engage with the departments; work on reducing turnover; and ensure the City is in compliance with federal and state law regarding Personnel and payroll issues. Additionally, this position includes fiscal data entry functions, payroll record keeping, and processing work of some complexity.

### **SUPERVISION RECEIVED:**

Receives general administrative direction from and reports to the City Clerk. Position is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties. Incumbent exercises direct supervision over any technical and/or administrative staff.

**ESSENTIAL JOB FUNCTIONS:** Essential responsibilities and duties may include, but are not limited to the following:

1. Administer the implementation and updates to the City's Comprehensive Salary and benefit program.
2. Provide on-boarding/orientation benefits enrollment/changes for all City employees.
3. Processing of City Payroll for all departments - Bi-weekly payroll for all departments. This includes coordinating and filing all Worker's Comp claims, Group Health Plan, COBRA, LAGERS, Police and Firemen's Pension Plan, Disability, 125 Cafeteria Plan, Flexible Spending Plan and Deferred Comp. All Federal, State and FICA taxes, quarterly reports, W-2's and 1099's. Tracking all vacation, sick, personal and comp hours as well as sick hours used for sick incentive pay purpose.
4. Provide policy development which ensures legal compliance of the City's HR program with applicable State and Federal guidelines.
5. Provide review, updates and development of City Job descriptions.
6. Maintain relevant Personnel records and document retention. This includes Group Benefit Plan, Medical and Life insurance, Disability Insurance, 125 Cafeteria Plan, retirement, and withholding for dependent insurance.
7. Ability to establish and maintain effective working relationships with other Departments and Department Heads including employee relations in conjunction with the City Administrator.
8. Provide Investigations/Assistance regarding disciplinary issues.
9. Provide relevant HR Topic Training to staff.
10. Review development and maintenance of a City Performance Management Program.
11. Will participate in the recruitment effort of departments.
12. Maintaining worksheets and transferring money for Group Insurance, as well as worksheets and payment for LAGERS, Group Health, Life Insurance and Disability Insurance, Flexible Spending Account, AFLAC and the collection of COBRA checks to the correct account.
13. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

### **QUALIFICATIONS REQUIRED:**

**Knowledge:** Knowledge of modern office terminology, practices and procedures including the use of computers to maintain payroll and HR records. Extensive knowledge of generally accepted payroll principles, internal control standards, and accepted accounting practices; strong communication skills;

**Abilities:** Identify, collect, analyze and process information. Prepare clear and concise process documentation, user procedures, reports of work performed and other written material. Ability to accurately and independently compile statistical and fiscal reports; maintain effective working relationships with the City, other officials, and the public; communicate effectively, both orally and in writing.

**Experience, Education and Training:** Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: **Education:** Bachelor's or equivalent degree from an accredited college or university with major course work in Personnel/HR/Payroll/Business Administration or closely related field or,

**Experience:** three (3) years of progressively responsible experience in Personnel/HR/Payroll/Business Administration in a similar position or demonstration of possession of the knowledge and abilities listed above.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee must frequently walk, sit, talk and hear; use hands and fingers to handle and feel objects, tools or controls; and to reach with hands and arms. The employee is occasionally required to kneel and crouch, and lift and/or move up to 25 pounds. Specific vision ability required by this job includes close vision and vision to adjust focus.

**Licenses and Certificates:** Possession of or ability to maintain an appropriate valid Missouri driver's license.

#### **SPECIAL REQUIREMENTS:**

**Schedule:** Work is typically 8:00 a.m. to 5:00 p.m. Employee is scheduled to work 80 hours during the bi-weekly work period.

**Overtime:** The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act. Seasonal overtime may be required for the position.

#### **LIMITATIONS AND DISCLAIMER:**

*The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform duty proficiently.*

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations under the American with Disabilities Act.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





**JOB DESCRIPTION  
CITY OF CARTHAGE**

**DEPARTMENT:** General Administration  
**POSITION TITLE:** City Clerk

**SALARY GRADE:** M  
**FLSA STATUS:** Exempt

**RESPONSIBILITIES OF POSITION:**

This officer is responsible for professional and administrative work in planning, organizing, directing, coordinating and evaluating the programs and services of the City Clerk's Office and coordinating a number of citywide organizational activities. Work involves responsibility for developing and coordinating comprehensive year round administrative programs of the department including maintenance of all official city records.

**SUPERVISION RECEIVED AND EXERCISED:**

Work is performed under the general direction of the Mayor and City Council, with considerable latitude for independent judgment and action. Work is reviewed through conferences and reports for results obtained. Exercises direct authority over supervisory, professional, technical and clerical staff.

**ESSENTIAL JOB FUNCTIONS:** Essential responsibilities and duties may include, but are not limited to the following:

1. Attends all meetings of the Council and acts as secretary of the Council; keeps the journal of its proceedings; records in a permanent record and authenticates all the minutes, ordinances, resolutions, orders and hearings pursuant to Council action or charter provision; notifies all members of the Council and the Mayor of all special meetings of the Council; and is the custodian of the laws of the City and of all records of the City pertaining to the office.
2. Shall be the custodian of the seal of the City, and shall affix the same to all public documents, and all other documents requiring the seal of the City.
3. Plans, organizes, and directs the management and administration of fiscal records in compliance with Federal and State Statutes and City code; supervises the accounts payable, accounts receivable, and municipal court activities of the City; supervises the City Collector of the City; signs all City checks and warrants along with the Mayor.
4. Performs monthly checks and balances for financial transactions such as deposits and expenses from various City accounts.
5. Accepts and files nominating petitions and petitions for referenda. Prepares election ballots and forwards to County Clerk.

6. Provides effective and efficient customer service and promotes and maintains responsive community relations.
7. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the Mayor and City Council.

#### **QUALIFICATIONS REQUIRED:**

**Knowledge:** Considerable knowledge of Missouri Statutes regarding duties and responsibilities of the City Clerk. Considerable knowledge of accounting or bookkeeping sufficient to handle the City's financial records. Any combination of experience and training that would likely provide the required knowledge and ability qualifying. Considerable knowledge of data processing equipment and applications and their application to financial information and other municipal activities. Education and/or work experience may be substituted one for the other.

**Experience, Education and Training:** Degree from a four-year college or university with major course work in business administration or a field related to the work required. Minimum of three (3) years of supervisory, office administrative, related experience, preferably in a public agency or an equivalent combination of education experience sufficient to successfully perform the essential duties of the job as listed above.

**Abilities:** Must possess an ability to communicate effectively both orally, and in writing. Experience in office organization is also desirable. Prior supervisory experience also desirable.

**Physical Requirements:** Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City; strength to lift and carry material weighing up to 25 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

**Licenses and Certificates:** Possession of or ability to maintain an appropriate valid Missouri driver's license. Possession of, or ability to obtain certification as a Missouri Registered City Clerk (MRCC) within three (3) years of employment.

#### **SPECIAL REQUIREMENTS:**

**Schedule:** Work is typically 8:00 a.m. to 5:00 p.m. Additional hours are required to attend meetings. Employee is scheduled to work 80 hours during the bi-weekly work period.

#### **LIMITATIONS AND DISCLAIMER:**

*The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.*



I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: \_\_\_\_\_

Date:

## **"Rosenberg's Rules of Order"**

*(Simple Rules of Parliamentary Procedure for the 21st Century)*

### **Introduction**

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules - "Robert's Rules of Order" - which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time, and for another purpose. If one is chairing or running a Parliament, then "Robert's Rules of Order" is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of, say, a 5-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of "Rosenberg's Rules of Order."

What follows is my version of the rules of parliamentary procedure, based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars: (1) Rules should establish order. The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings. (2) Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate. (3) Rules should be user friendly. That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process. (4) Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, and fully participate in the process.

### **The Role of the Chair**

While all members of the body should know and understand the rules of parliamentary procedure, it is the Chair of the body who is charged with applying the rules in the conduct of the meeting. The Chair should be well versed in those rules. The Chair, for all intents and purposes, makes the final ruling on the rules every time the Chair states an action. In fact, all decisions by the Chair are final unless overruled by the body itself.

Since the Chair runs the conduct of the meeting, it is usual courtesy for the Chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the Chair should not participate in the debate or discussion. To the contrary, the Chair as a member of the body has the full right to participate in the debate, discussion and decision-making of the body. What the Chair should do, however, is strive to be the last to speak at the discussion and debate stage, and the Chair should not make or second a motion unless the Chair is convinced that no other member of the body will do so at that point in time.

### **The Basic Format for an Agenda Item Discussion**

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. And each agenda item can be handled by the Chair in the following basic format:

**First**, the Chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The Chair should then announce the format (which follows) that will be followed in considering the agenda item.

**Second**, following that agenda format, the Chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

**Third**, the Chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

**Fourth**, the Chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the Chair may limit the time of public speakers. At the conclusion of the public comments, the Chair should announce that public input has concluded (or the public hearing as the case may be is closed).

**Fifth**, the Chair should invite a motion. The Chair should announce the name of the member of the body who makes the motion.

**Sixth**, the Chair should determine if any member of the body wishes to second the motion. The Chair should announce the name of the member of the body who seconds the motion. (It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the Chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the Chair.)

**Seventh**, if the motion is made and seconded, the Chair should make sure everyone understands the motion. This is done in one of three ways: (1) The Chair can ask the maker of the motion to repeat it. (2) The Chair can repeat the motion. (3) The Chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the Chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the Chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

**Ninth**, the Chair takes a vote. Simply asking for the "ayes", and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain". Unless the rules of the body provide otherwise (or unless a super-majority is required as delineated later in these rules) then a simple majority determines whether the motion passes or is defeated.

**Tenth**, the Chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the Chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days notice for all future meetings of this body."

#### Motions in General

Motions are the vehicles for decision-making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the Chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words: "I move . . . ." So, a typical motion might be: "I move that we give 10-day's notice in the future for all our meetings."

The Chair usually initiates the motion by either (1) Inviting the members of the body to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the body. "A motion would be in order that we give 10-day's notice in the future for all our meetings." (3) Making the motion. As noted, the Chair has every right as a member of the body to make a motion, but should normally do so only if the Chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

#### The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

**The basic motion.** The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a 5-member committee to plan and put on our annual fundraiser."

**The motion to amend.** If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion which is before the body and seeks to change it in some way.

**The substitute motion.** If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So that if a member makes what that member calls a "motion to amend", but the Chair determines that it is really a "substitute motion", then the Chair's designation governs.

#### Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to have a 5-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a 5-member committee to plan and put

on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the Chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Chair would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.

Second, if the substitute motion failed, the Chair would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be 5 members or 10 members). If the motion to amend passed the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Chair would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the Chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (5-member committee), or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

#### To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion):

**A motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**A motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the Chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**A motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

**A motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**A motion to limit debate.** The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote". When such a motion is made, the Chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a 2/3 vote of the body. Note: that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a 2/3 vote of the body. A similar motion is a motion to object to consideration of an item. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a 2/3 vote.

#### Majority and Super-Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a 7-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which, effectively, cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a 2/3 majority (a super-majority) to pass:

**Motion to limit debate.** Whether a member says "I move the previous question" or "I move the question" or "I call the question" or "I move to limit debate", it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a 2/3 vote to pass.

**Motion to close nominations.** When choosing officers of the body (like the Chair) nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a 2/3 vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled, or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a 2/3 vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a 2/3 vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

### **The Motion to Reconsider**

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate, perhaps disagreement and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to a re-opener if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and by a 2/3 majority, can allow a motion to reconsider to be made at another time.) Second, a motion to reconsider can only be made by certain members of the body. Accordingly, a motion to reconsider can only be made by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she can make the motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again. That would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.

### **Courtesy and Decorum**

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Chair before proceeding to speak.

The Chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The Chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the Chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be: "point of privilege." The Chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

**Order.** The proper interruption would be: "point of order." Again, the Chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Chair discovers that the agenda has not been followed, the Chair simply reminds the body to return to the agenda item properly before them. If the Chair fails to do so, the Chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

#### **Special Notes About Public Input**

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the Chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.